

PRIVACY Statement

PRIVACY & CONFIDENTIALITY STATEMENT

- a) To maintain the confidence of the confidential information and to prevent the unauthorised disclosure to or use by any other person, firm or company;
- b) To only use confidential information for the purpose of carrying out their duties whether that be during employment or after it has ceased.
- c) Not to remove any part of the confidential information from the premises of the employer without the written consent of the employer.
- d) Not for any reason appropriate, copy, memorise or in any manner reproduce or part with any confidential information; and
- e) On termination of their employment or else when required to do so by the employer, return all of the confidential information including any copy of that information, in whatever form that could be.
- f) When borrowing manuals/information they will return it wholly and in good condition at the time required by the employer

All employees must read the Combined Living Care's Policy and Procedure regarding Privacy and Confidentiality.

Any employee in breach of the Privacy and/or Confidentiality Agreement and Policy and Procedure will face disciplinary action.